
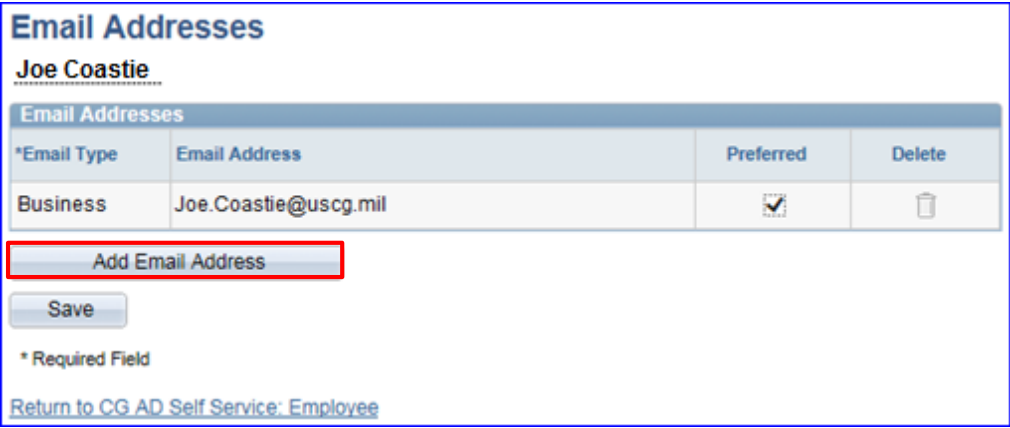


## Self Service - Email Addresses

**Introduction** This guide provides the procedures for how to change a member's Email Address.

**Procedures** See below.











Step	Action
1	<p>Select the <b>Email Addresses</b> link from the Employee Pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a list of links. The 'Email Addresses' link is highlighted with a red rectangular box. Other links include Profile, Tasks, View, Workflow User, PCS eResumes, My Profile, Preferences, Emergency Contacts, My Reserve Points Statement, Home and Mailing Address, View Paycheck, Phone Numbers, Test Results, Allotments, Member Info Additional, Direct Deposit, View My Worklist, Federal &amp; State Tax Elections, My CGHRMS Orders, Create e-Resume, My Employee Reviews, Employee Review Summary, 11 More..., and 8 More...</p>
2	<p>To add an Email Address, click on the <b>Add Email Address</b> button.</p>  <p>The screenshot shows the 'Email Addresses' page for Joe Coastie. It contains a table with one row: Business, Joe.Coastie@uscg.mil, Preferred (checked), and Delete. Below the table is a red-bordered button labeled 'Add Email Address'. There is also a 'Save' button and a note '* Required Field'. A link 'Return to CG AD Self Service: Employee' is at the bottom.</p>

*Continued on next page*

## Self Service - Email Addresses, Continued

---

Procedures,  
continued

Step	Action												
3	<p>Use the drop down to select the <b>Email Type</b>. Then type in the <b>Email Address</b>. When finished, click <b>Save</b>.</p> <div><div>Email Addresses</div><table><tr><th>*Email Type</th><th>Email Address</th><th>Preferred</th><th>Delete</th></tr><tr><td>Business</td><td>Joe.Coastie@uscg.mil</td><td><input checked="" type="checkbox"/></td><td></td></tr><tr><td>Home </td><td>Joe.Coastie@yahoo.com</td><td><input type="checkbox"/></td><td></td></tr></table><div>Add Email Address</div><div>Save</div></div>	*Email Type	Email Address	Preferred	Delete	Business	Joe.Coastie@uscg.mil	<input checked="" type="checkbox"/>		Home 	Joe.Coastie@yahoo.com	<input type="checkbox"/>	
*Email Type	Email Address	Preferred	Delete										
Business	Joe.Coastie@uscg.mil	<input checked="" type="checkbox"/>											
Home 	Joe.Coastie@yahoo.com	<input type="checkbox"/>											
4	<p>This will appear to show the Save was successful.</p> <div><div>Email Addresses</div><div>Save Confirmation</div><div> The Save was successful.</div><div>OK</div></div>												